

TITLE: Cash Management Analyst

Page 1

DEPARTMENT: Financial and Information TechnologyREPORTS TO: Budget Division ManagerSUPERVISES: NoneDEFINITION:

Administers the City's investment portfolio to maintain long-term financial stability while maximizing interest earnings.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Manages the investment of City funds.

- Determines City's short- and long-term investment strategies; makes investment decisions based on strategies; adjusts strategies as appropriate.
- Reviews investment options and authorizes investments.
- Analyzes returns/yields to maximize interest earnings.

Tracks the daily cash position of the City.

- Reviews daily bank reports to determine the amount of cash available/needed.
- Transfers/wires funds as necessary to cover expenses.
- Reconciles any differences between bank and City records.

Researches and prepares a variety of related reports and documents.

- Researches, tracks, analyzes and compiles detailed and technical information necessary to prepare reports and documents.
- Prepares the investment section of the quarterly report including investment strategy and results in narrative, chart and graph format.
- Generates and compiles information for the CAFR and auditors.
- Prepares council agenda items, resolutions and memos.
- Prepares daily, monthly and annual investment and bank reports.

Performs related administrative and technical duties.

- Develops and maintains systems and records that provide for the proper evaluation, control and documentation of assigned functions.
- Monitors federal, state and local laws for compliance and to determine impact upon assigned activities; implements changes in procedures to ensure compliance.
- Oversees contract with City's investment firm.
- Performs as lead on special projects.

OTHER JOB FUNCTIONS

Assists with issuance of bond and other financing.

Processes transactions for incoming (state and county revenues, tax turnovers, maturing investments, etc.) and outgoing (bond payments, banking service agreements, paying agent fees, etc.) funds.

Performs other related duties as assigned.

#### WORKING CONDITIONS:

Duties are primarily performed in an office environment but may also require travel to meetings.

#### QUALIFICATIONS:

##### Knowledge of:

- Governmental cash and investing practices and procedures.
- State and local laws and regulations applicable to assigned duties.
- Research and forecasting methods and procedures.
- PC software necessary to perform assigned duties including word processor, spreadsheet and database programs.

##### Ability to:

- Conduct financial analysis and research and prepare detailed reports.
- Independently evaluate alternatives and make appropriate investment decisions.
- Maintain specialized records and prepare narrative and related reports.
- Manage multiple projects and priorities within prescribed timelines.
- Develop and maintain effective working relationships with internal and external customers.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in finance, accounting, or related field and a minimum of three years of related experience.

##### Licenses, Certificates, and Other Requirements

Valid driver's license.

Must be bondable.

Approved: 3/16/98

Revised:

Union Code : GU

FLSA Status: NE